

## 16 CHAPTER: VIEW LOCALITY PENDING TRANSFERS IN PROGRESS

Business taxpayers file sales tax returns and payments with the Department of Taxation (TAX). By law, TAX must distribute the appropriate portion of this revenue to the designated Virginia localities. However, sometimes adjustments are needed that require TAX to transfer revenue from one locality to another locality. Periodically, you will want to review the pending transfers coming to your locality or going from your locality.

### 16.1 View Locality Pending Transfers in Progress

To view transfer information, you use the Locality Pending Transfers in Progress Summary window. You can access this information from the IRMS main window. You can only see information for your locality.

#### Locality Pending Transfers in Progress Window

The illustration below is the Locality Pending Transfers in Progress window.

Transaction Date	Tax Account Number	Customer Name	Item Number	From FIPS	To FIPS	Period	Total Amount of Transfer	Amount Transferred	Balance to be Transferred
04/15/2004	10-327654083	Hoyt Plumbing	10035	51107	51059	03/2004 - 06/2004	\$800.00	\$400.00	\$400.00
03/30/2004	10-320540321	B&B Plumbing	10001	51059	51107	01/2004 - 06/2004	\$600.00	\$500.00	\$100.00

### Locality Pending Transfers in Progress Window - Fields

The table below lists the fields in the Locality Pending Transfers In Progress Summary window and provides a brief description of each.

Field	Field Type	Description
Transaction Date	System Generated	The date the transfer was created.
Tax Account Number	System Generated	The account number associated with the transfer.
Customer Name	System Generated	The name associated with the tax account.
Item Number	System Generated	A unique identification number assigned to the transfer by IRMS.
From FIPS	System Generated	The code for the locality from which the funds are being transferred.
To FIPS	System Generated	The codes for the locality to which the funds are being transferred.
Period	System Generated	The tax account periods covered by the transfer.
Total Amount of Transfer	System Generated	The total dollar amount of the transfer.
Amount Transferred	System Generated	The amount of funds that have been transferred up to the current date.
Balance to be Transferred	System Generated	The amount of funds that remain to be transferred by the end of the period.

### View Locality Transfers in Progress

Perform the following steps to view Locality Transfers in Progress:

**Step 1:** From the IRMS Main window, select **Tax Information: Locality Pending Transfers in Progress**.

The Locality Pending Transfers in Progress window displays.

**Locality Pending Transfers In Progress Summary**

Search Information

FIPS:  Find

Transaction Date	Tax Account Number	Customer Name	Item Number	From FIPS	To FIPS	Period	Total Amount of Transfer	Amount Transferred	Balance to be Transferred
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Close

**Step 2:** Type in your **FIPS** code and click **Find**.  
The window displays the information for the selected FIPS code. Remember, only information for your locality can be viewed.

**Locality Pending Transfers In Progress Summary**

Search Information

FIPS: Loudoun County - 51107 Find

Transaction Date	Tax Account Number	Customer Name	Item Number	From FIPS	To FIPS	Period	Total Amount of Transfer	Amount Transferred	Balance to be Transferred
04/15/2004	10-327654083	Hoyt Plumbing	10035	51107	51059	03/2004 - 06/2004	\$800.00	\$400.00	\$400.00
03/30/2004	10-320540321	B&B Plumbing	10001	51059	51107	01/2004 - 06/2004	\$600.00	\$500.00	\$100.00

Close

**Step 3:** Click **Close** when you are finished reviewing the information. This will return you to the IRMS Main window.